



JOB DESCRIPTION

Position Title: **Manager**

Work Area: **Public Works Administration**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work assisting the Public Works Department by coordinating the operation of the Financial and Administrative section of the Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops specific guidelines, methods, and timetables for meeting program objectives and completing projects as approved by the Board of County Commissioners related to Public Works Financial Services.

Develops, recommends and implements operating policies, procedures and programs to support effective operation of the department and assigned division.

Prepares projections for all Public Works Department Projects as to financial funding sources, provides technical and professional guidance, analysis, and evaluation for all assigned projects.

Prepares and presents the division budget and confers with supervisors and department staff to insure operating costs are maintained within the parameters of the adopted budget. Maintains records on division operations, including cost figures on all projects. Prepares and submits fiscal and other operational reports as required or requested.

Processes requests for information and resolves complaints from the public regarding work activities of the division. Meets with the general public, answers questions, discusses complaints, and initiate the required action to effectively resolve public complaints.

Exercises final authority as delegated by the department director for hiring, termination, performance evaluation, disciplinary and/or commendatory action for assigned personnel.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Through knowledge of the principles and techniques of project planning, management, and scheduling as they relate to public works projects. Through knowledge of the methods, operating procedures, used in developing projects and proposals for funding public Works projects. Knowledge of effective supervisory and administrative practices and procedures. Knowledge of finance and accounting principles and practices.

Ability to plan, organize, and direct effectively. Ability to communicate effectively, both orally and in writing, with superiors, subordinates, and the general public. Ability to establish and maintain effective working relationships. Ability to assemble and prepare budgets.

Bachelor's Degree in Public or Business Administration, or a closely related field and four (4) years' responsible administrative and supervisory experience in financial and management analysis.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is a combination of general office and fieldwork. Most of the office duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged standing and walking. This position has regular exposure to radiant and electrical energy found in an office environment.